

*The Port Arthur Economic Development Corporation*

**MINUTES**

**Regular Board Meeting**

*501 Procter Street, Ste. 100, Port Arthur, TX 77640*

***Monday, February 6, 2023***

***6:00 p.m.***

**I. CALL TO ORDER**

The Board of Directors of the City of Port Arthur Section 4A Economic Development Corporation met in a Regular Meeting on Monday, February 6, 2023. The meeting was called to order at 6:00 p.m.

**II. ROLL CALL, INVOCATION & PLEDGE**

The following Board Members were present:

**Darrell Anderson, Beverly Raymond, Ellen Clark, Harold Doucet, and Jerry LaBove.**

**The Invocation was given by Harold Doucet followed by the Pledge of Allegiance.**

**III. MINUTES**

Special Meeting | Workshop January 10, 2023  
Regular Meeting January 10, 2023  
Annual Meeting January 10, 2023

**A motion was made by Beverly Raymond and seconded by Harold Doucet to approve the minutes of the Special Meeting | Workshop January 10, 2023, the Regular Meeting January 10, 2023, and the Annual Meeting January 10, 2023. The vote was unanimous. Motion carried.**

**IV. PETITIONS & COMMUNICATIONS**

**1. Presentations**

Port Arthur Community Federal Credit Union

**2. Communications**

None

**3. Speakers (limited to 3 min. ea.)**

None

**V. REPORTS**

CEO's Report | Discussion

- Update on the execution of 90-Day Plan

- Reminder: Update on the tentatively scheduled Joint City Council/PAEDC meeting in March (date, time, and location: TBD)
- Update on my review of Corporation's current programs, policies, procedures, and assets
  - o Update on Press Building Anchor Tenant Lamar State College Port Arthur's Culinary Arts Program and the Kitchen/Bistro
  - o Update on Lamar State College and its Industrial Trade Center
- Update on the status of tasks associated with the closeout of the Press Building's construction
- Update on the status of EDA grant reimbursement for the Press Building's construction
- Review of steps involved in development of agendas for monthly meetings of the Board of Directors
- Proposed procedures for engaging and interfacing with the PAEDC's attorneys
- Corporation Finances:
  - o Finances as a whole
  - o Press Building Finances
- Workforce Development:
  - o Status of current CDL Program
  - o Status of current CNA Program
  - o Review of current ranking of high-demand jobs for the Golden Triangle Region
- Jade Avenue Industrial Park Conceptual Strategy
- Undertaking of review and potential updating of the Corporation's Bylaws
- Update on the proposed provision of security for Meetings of the Board of Directors
- Update on the proposed provision of additional security for the Press Building

## **VI. UNFINISHED BUSINESS**

## **VII. CONSENT AGENDA ITEMS**

1. Review, discussion and possible action regarding the close-out of Phase I & II of the Construction & Renovation Project at 549 4<sup>th</sup> Street and the release of retainage to SETEX Construction.

**A motion was made by Beverly Raymond and seconded by Harold Doucet to approve the close-out of Phase I & II of the Construction & Renovation Project at 549 4<sup>th</sup> Street and the release of retainage to SETEX Construction. The vote was unanimous. Motion carried.**

#### **VIII. NON-CONSENT AGENDA ITEMS**

1. Review, discussion and possible action regarding the terms and conditions of an Economic Incentive and entering into a Performance Agreement with Saigon Plaza LLC.

**A motion was made by Darrell Anderson and seconded by Beverly Raymond to approve the terms and conditions of an Economic Incentive and entering into a Performance Agreement with Saigon Plaza LLC in the amount of \$270,149.00. The vote was unanimous. Motion carried.**

3. Review, discussion and possible action regarding the appointment of a member to the Budget, Finance and Audit Committee.

**A motion was made by Ellen Clark and seconded by Harold Doucet to appoint Melvin Getwood to the Budget, Finance and Audit Committee. The vote was unanimous. Motion carried.**

4. Review, discussion and possible action regarding the appointment of a member to the Scholarship Committee.

**A motion was made by Beverly Raymond and seconded by Harold Doucet to open this item for discussion. Following discussion, it was agreed this Committee will remain comprised of the two members Darrell Anderson and Beverly Raymond and there is no need for a third member. A motion was made by Harold Doucet and seconded by Ellen Clark to remove this item from the agenda. The vote was unanimous. Motion carried.**

5. Review, discussion and possible action regarding the proposed ten (10) Strategic Priorities that will serve as the foundation for the PAEDC's high-level Strategic Plan.

1. Attracting new entrepreneurs and businesses
2. Community development
3. Developing and implementing new branding, marketing, & messaging for the Corporation
4. Developing homegrown entrepreneurs
5. Downtown revitalization
6. Entrepreneurship and the Press Building
7. Increasing the inventory of available housing across all income classes
8. Jade Avenue, Highway 73, and Spur 93 Industrial Parks
9. Strengthening and improving the viability of Port Arthur's small businesses
10. Workforce and youth development

**A motion was made by Harold Doucet and seconded by Beverly Raymond to remove this item from the agenda. The vote was unanimous. Motion carried.**

6. Review, discussion and possible action regarding an Economic Incentive with Spindletop Concrete, Inc.

**A motion was made by Harold Doucet and seconded by Beverly Raymond to move this item to Executive Session. The vote was unanimous. Motion carried.**

## **IX. CLOSED SESSION (EXECUTIVE SESSION)**

**In Order To Comply With The Requirements Of Chapter 551 (Open Meetings Law) Of The Texas Government Code, Prior To Going Into Closed Meeting The Presiding Officer To The Port Arthur Economic Development Corporation Board of Directors Should Make The Following Public Announcement:**

**"A Closed Meeting or Executive Session Will Be Held Pursuant To The Following Sections of Chapter 551, Texas Government Code,**

1. **Section 551.087 Government Code – To discuss Incentives for Commercial and Industrial Business Prospects.**

- Project Lucky Gold
- Spindletop Concrete, Inc.

**\*The Items in Executive Session May Be Discussed and Acted On In Open Session"**

**The Board retired to Executive Session at 8:32 p.m.**

**The Board reconvened the Regular Meeting at 8:55 p.m.**

## **X. FUTURE AGENDA ITEMS OR REQUESTED REPORTS**

**Items for future agenda consideration or reports from staff may be requested but no discussion of any items or requests shall take place.**


**The PAEDC Board reserves the right to adjourn into executive session at any time to discuss any of the matters listed on the agenda as authorized by the TEXAS GOVERNMENT CODE §551.071, (Consultation with Attorney), §551.072, (Deliberations about Real Property), §551.074, (Personnel Matters), §551.087 (Economic Development) or any other exception authorized by Chapter 551 of the Texas Government Code**

## **XI. ADJOURNMENT OF MEETING**

**A motion as made by Beverly Raymond and seconded by Ellen Clark to adjourn the meeting at 8:56 p.m. The vote was unanimous. Motion carried.**

APPROVED BY THE BOARD OF DIRECTORS ON THE 6<sup>th</sup> DAY OF

March, 2023.

  
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SECRETARY OF THE BOARD